

Creating an eGrants Account

Each individual who needs to access eGrants to support a Corporation for National & Community Service grant or project must have their own individual eGrants account.

Before Getting Started: You will need your organization's Employer Identification Number (EIN) to create an eGrants account.

1. Go to the eGrants website: <https://egrants.cns.gov/espan/main/login.jsp>
2. Click on **"Don't have an eGrants account? Create an account."**



LOGIN

User Name

Password

☐ Remember me

Forgot your password? Get help

Don't have an eGrants account? Create an account

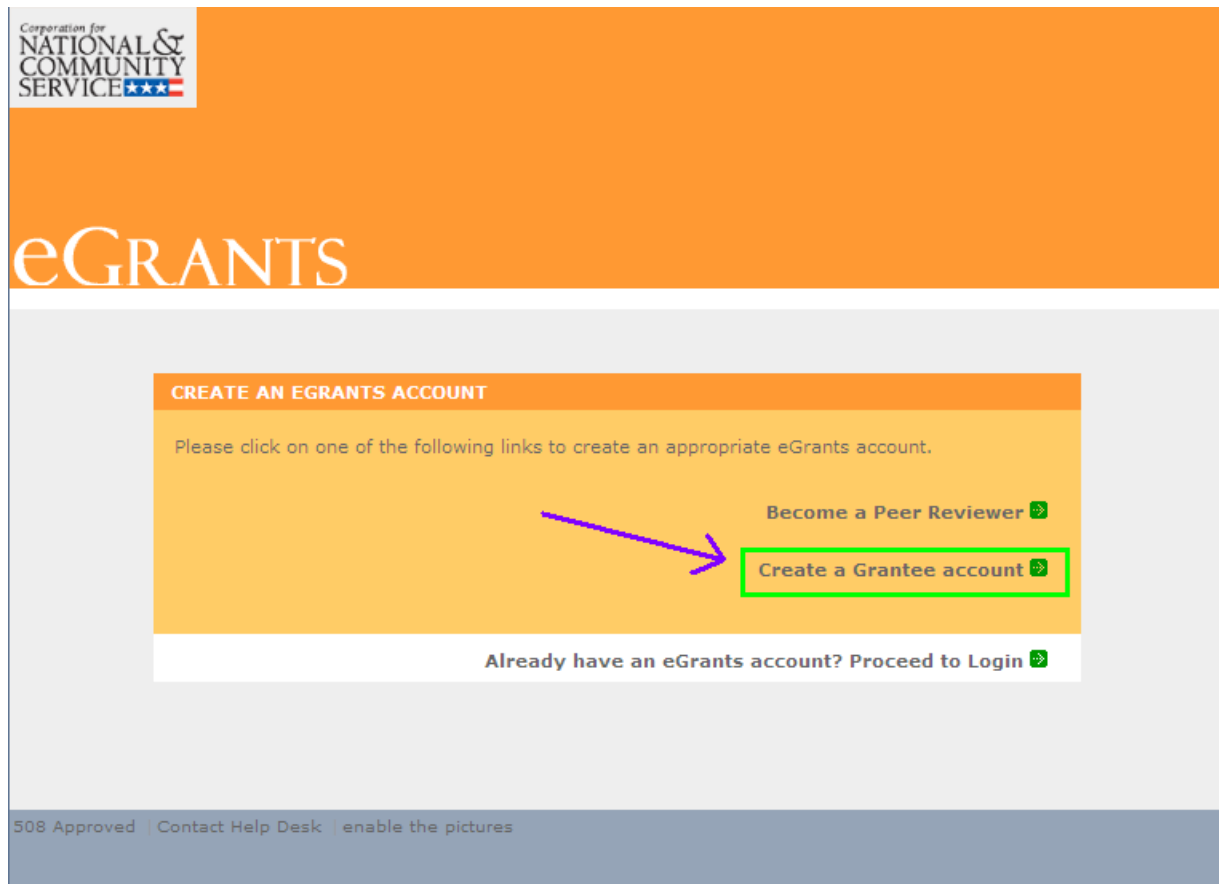
View system rules of behavior

The Corporation for National and Community Service actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, and who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any evidence of possible violations of proper use or applicable laws found as a result of this monitoring may be turned over to Corporation Management and law enforcement. Any individual found to be in violation of the system proper use rules or law could be punished with loss of system access, fines and imprisonment. By proceeding, you hereby acknowledge your agreement with these terms and the **system's rules of behavior** and consent to such monitoring and informational retrieval for law enforcement and other official purposes.

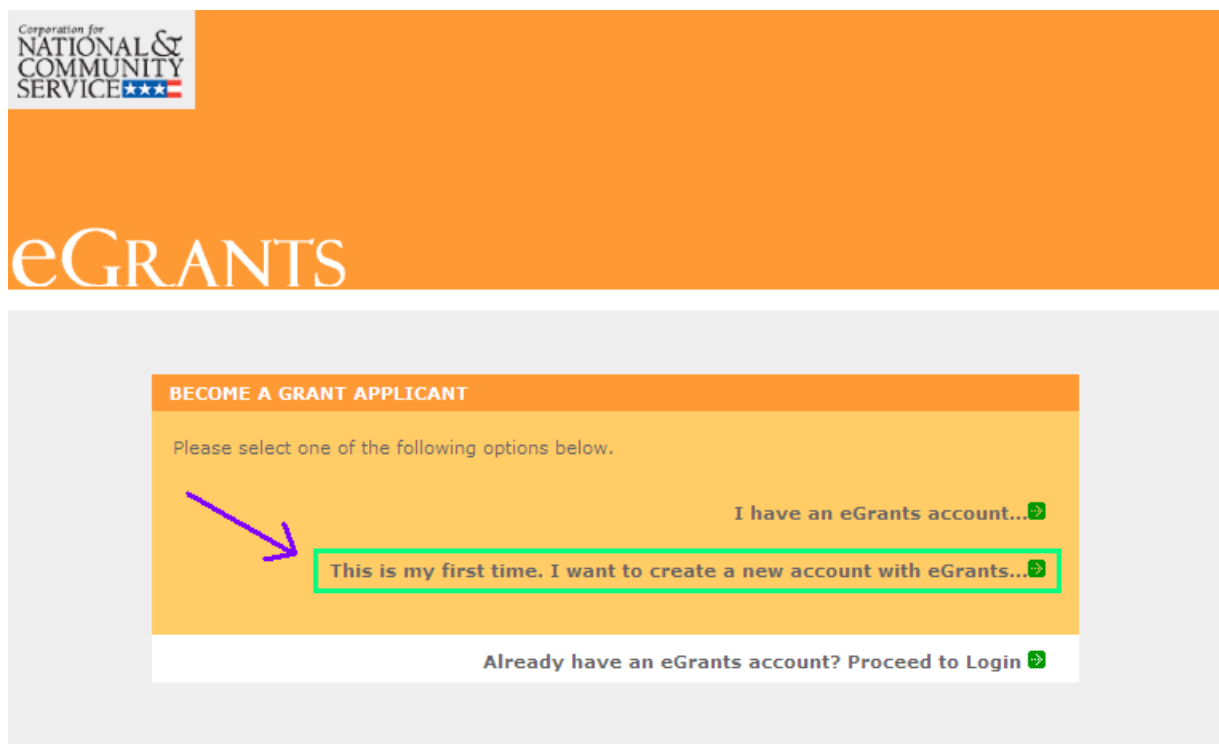
Login to eGrants

Click here to disable the pictures ☐

3. Click on **“Create a Grantee account.”**



4. Click on **“This is my first time. I want to create a new account with eGrants...”**



5. Enter your name as it appears on your government-issued identification. Fill in the remaining required fields and click **“next.”** Continue filling in information on the additional pages until the account is created.

6. Once complete, your Grantee Administrator will be able to log into his/her eGrants account to grant you the necessary user roles.

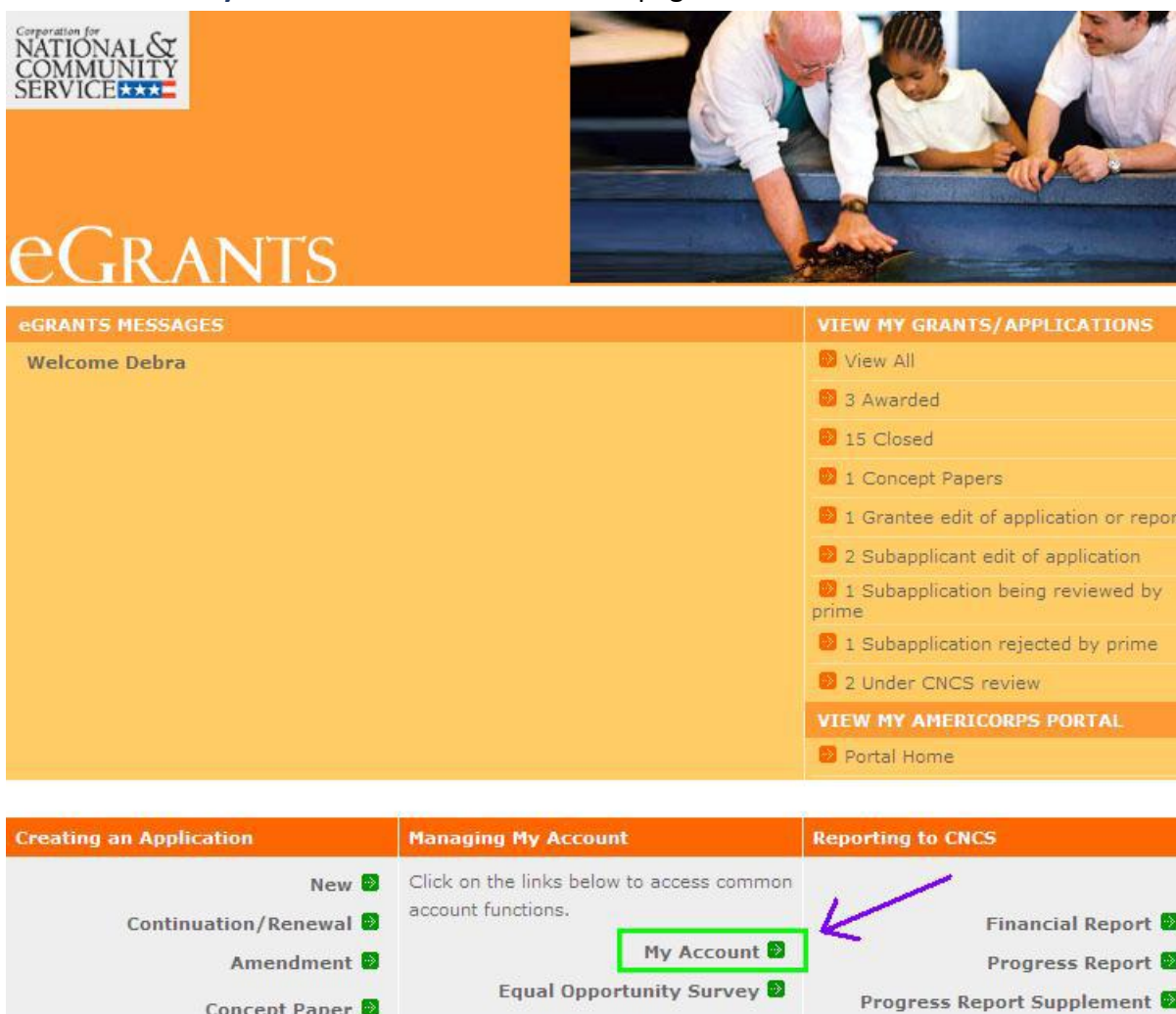
Obtaining Roles in eGrants

Only your organization’s eGrants Grantee Administrator can approve new eGrants accounts and assign eGrants roles to new users. Grantee Administrators should receive a notification e-mail when eGrants access is requested for their organization.

1. Contact your eGrants Grantee Administrator to ensure that they are aware of your pending account request.

2. Your eGrants Grantee Administrator needs to:

- Log into his/her eGrants account.
- Click on **“My Account”** at the bottom of the page.



Corporation for
NATIONAL &
COMMUNITY
SERVICE

eGRANTS

eGRANTS MESSAGES

Welcome Debra

VIEW MY GRANTS/APPLICATIONS

- View All
- 3 Awarded
- 15 Closed
- 1 Concept Papers
- 1 Grantee edit of application or report
- 2 Subapplicant edit of application
- 1 Subapplication being reviewed by prime
- 1 Subapplication rejected by prime
- 2 Under CNCS review

VIEW MY AMERICORPS PORTAL

- Portal Home

Creating an Application	Managing My Account	Reporting to CNCS
<ul style="list-style-type: none">NewContinuation/RenewalAmendmentConcept Paper	<p>Click on the links below to access common account functions.</p> <ul style="list-style-type: none">My AccountEqual Opportunity Survey	<ul style="list-style-type: none">Financial ReportProgress ReportProgress Report Supplement

- Click on **“Edit User Role/Permissions”** in the upper right-hand quadrant.

Welcome Debra

Grantee Info

Debra
Non-profit Organization
123 Service Lane
Washington, DC 20525
Status: Grantee

MY ACCOUNT

Update My Login Info...
You can change the following information by clicking on the links below:

- Change My Password
- Change My Password Q&A
- Change My Email Address
- View All

Edit My Organization Info...
You can change the following information by clicking on the links below:

- Update Organization's Contact Information
- Update Organization's Attributes
- Edit User Role/Permissions**
- View All
- Change My Primary User Role

Update My Profile...
You can change the following information by clicking on the links below:

- View All
- eGrants Feedback

Update My Contact Info...
You can change the following information by clicking on the links below:

- View All

- Locate the name of the individual requesting a new account, and the associated user role/permissions to the right of the name.

Welcome Debra

Grantee Info

Debra
Non-profit Organization
123 Service Lane
Washington, DC 20525
Status: Grantee

My Account

Please change user role/permission below.

Each user's roles are highlighted in the list next to their name. To change a user's assigned role(s), you can change the selected (highlighted) items in the list and click submit. Use CTRL-Click to select multiple roles or to deselect a highlighted role. To inactivate a user's account, uncheck the 'Active' box and click on the 'Submit' button. To view Inactive users list, click on 'Show Inactive Roles' link at the bottom.

Name	Active	Roles
Badenson, Jordan reset password	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to bud Grantee Admin
Christensen, Susan reset password	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to bud Grantee Admin
Cariche, David reset password	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to bud Grantee Admin

[Show Inactive Roles](#)

508 Approved | [Contact Help Desk](#) | [disable the pictures](#)

- Scroll through the user role/permission list and, while holding down the “CTRL” button, highlight the appropriate user role(s). Note, some users should have restricted access to eGrants. Ex: VISTA leaders may only be given the “Grantee Recruiter” role.
- Click **“Submit.”**

3. Once your eGrants Grantee Administrator has granted your roles, you should then log back into your eGrants account to ensure successful access to the system.